

SUMMARIZED MINUTES OF THE TOWN OF COLORADO CITY COUNCIL MEETING HELD MONDAY, JUNE 14, 2021, AT 25 SOUTH CENTRAL STREET, COLORADO CITY, ARIZONA

Meeting was called to order at 6:00 p.m. by Mayor Joseph Allred.

Roll call showed present: Mayor Joseph Allred and Councilmembers Alma Hammon, Joanne Shapley, Nathan Burnham, Donald Richter, Thomas Holm, and Jeffery Jessop.

MINUTES

The minutes of the May 10, 2021 and May 26, 2021 meeting were presented, with minor corrections noted.

Motion was made by Alma Hammon to approve the corrected minutes of the May 10 and May 26, 2021 regular meeting and special session. There was a second from Jeffery Jessop, and all voted in favor.

PUBLIC COMMENT/INFORMATIONAL SUMMARIES

Harvey Dockstader Jr. addressed the Council and said he was there in behalf of Short Creek Festivities. He said they have sponsored the 4th of July event along with many other events and have been successful. Mr. Dockstader said he would like to make a formal request of the Town to consider some budget support for these events. He stated that so far they have received a lot of funding from private sources, and as they are a nonprofit organization they have appreciated the support. He also expressed his appreciation for the support of the fire department and EMS. He said they want to continue to help with community events.

MOTION FOR EXECUTIVE SESSION TO BE HELD MONDAY, JULY 12, 2021 AT 5:30 P.M. FOR DISCUSSION AND CONSULTATION WITH LEGAL COUNSEL FOR LEGAL ADVICE IN ACCORDANCE WITH ARS 38-431.03.

Nathan Burnham made a motion to set an executive session in advance to discuss pending or contemplated litigation, claims and demands to be held Monday, July 12, 2021, at 5:30 p.m. MDT in Accordance with ARS 38-431.03(A)(3)(4) for discussion and consultation with legal counsel for legal advice and/or for negotiations. The motion was seconded by Joanne Shapley and passed unanimously.

PENDING OR CONTEMPLATED LITIGATION, CLAIMS AND DEMANDS

None

DEPARTMENT REPORTS

Town Manager Vance Barlow reported that several of the department heads had asked to be excused as they were out on various assignments. He reported that Officer Max Horsley had completed his DRE training, and is now the only DRE certified officer north of the Grand Canyon. He also reported that the Dispatch Center had been reviewed by the state and they show a high

percentage return on calls answered within the required time. This is an excellent record which we would like to maintain.

Utilities

Utility Operations Manager Weston Barlow reported that the new wells have been completed, and they will need to be pumped for 2-3 weeks until the water comes clean. Weston explained that they expect the capacity to be similar to the original wells. In answer to a question about the sewer headworks rebuild, he said it would cost about \$250,000. He said we could use impact fee dollars or put it in the next fiscal year budget. The Council expressed gratitude for the improved water quality.

Administration

Town Manager Vance Barlow reported that he has spent a lot of time on budget issues. He said that they are still developing a procedure for the Council to add items to the agenda. Vance recommended that if any of the Council need to put something on the agenda to simply contact him for now.

UEP PRESENTATION

Town Manager Vance Barlow explained that a request has been made to have Jeff Barlow, Executive Director of the UEP Trust have a time on the agenda to answer questions that the Town Council may have relating to the interaction between the Town and UEP.

Vance said that the Council needs to begin a serious discussion of some of the properties, such as the Short Creek wash, the neighborhood park on Plum Avenue, the irrigation ditches, and a community trail system, etc.

There are also several utility alleys that the Town needs to consider how to keep open and accessible, etc.

Executive Director of the UEP Trust Jeff Barlow addressed the Council and explained that the Trust is governed by a Board of Trustees which serve a six-year term on a rotation basis. He discussed at length the possibility of certain areas of land that should possibly be city land, such as the parks, cemeteries, the Short Creek wash, etc. There was some discussion on the water rights, and the possibility of using the irrigation water as culinary water. Jeff recommended that he and both the City Managers come together and discuss the different options and come up with a plan.

CONSIDER ZONING MAP AMENDMENT PARCEL 404-53-580 FROM RE-1A RESIDENTIAL-ESTATE/ONE ACRE TO R1-20 SINGLE FAMILY RESIDENTIAL

Town Manager Vance Barlow reported that Ruth Jessop has applied for zoning map amendment for Parcel 404-53-490A from RE-1A Residential-Estate/One Acre to C-3 Regional Commercial. This parcel is currently zoned part residential and part commercial, and she is requesting that the entire parcel be zoned commercial.

This proposal was considered at the June 7, 2021 Planning Commission meeting. After discussion on the type of development and the location, the Planning Commission unanimously recommended the proposed amendment.

He recommended that this zoning map amendment be approved as it will make the entire parcel

the same zone and commercial zoning is the preferred zone for that area.

Motion was made by Nathan Burnham with a second from Alma Hammon to adopt Ordinance 2021-10 approving the proposed zoning map amendment for Parcel 404-53-490A from RE-1A Residential-Estate/One Acre to C-3 Regional Commercial. All voted approval.

ZONING MAP AMENDMENT— PARCEL 404-53-502 FROM RE-1A RESIDENTIAL-ESTATE/ONE ACRE TO R1-12 SINGLE FAMILY RESIDENTIAL

Town Manager Vance Barlow reported that the UEP Trust has applied for zoning map amendment for Parcel 404-53-502 from RE-1A Residential-Estate/One Acre to R1-12 Single Family Residential. This parcel is located on the Northwest corner of Warren Avenue and Hammon Street. The UEP Trust is planning to extend utility services north on Hammon Street to serve the new lots.

He explained that this proposal was considered at the June 7, 2021 Planning Commission meeting. After discussion on the type of development and the location, the Planning Commission unanimously recommended the proposed amendment.

He said staff is recommending conditional approval that the lot split with utilities, etc. be completed and recorded within a set time, such as 12 months, or the zoning reverts back to RE-1A Residential.

It was explained that these are to be single family lots, not high density.

There was a motion from Thomas Holm with a second from Alma Hammon to adopt Ordinance 2021-11 conditionally approving the proposed amendment to the zoning map of the Town of Colorado City of Parcel 404-53-502 from RE-1A Residential-Estate/One Acre to R1-12 Single Family Residential.

Roll Call Vote:

Alma Hammon	Y
Joanne Shapley	Y
Nathan Burnham	Y
Joseph Allred	N
Donald Richter	Y
Thomas Holm	Y
Jeffery Jessop	N

With five “yes” votes and two “no” votes, the motion passed.

ZONING MAP AMENDMENT -- PARCEL 404-53-513 FROM RE-1A RESIDENTIAL-ESTATE/ONE ACRE TO R1-8 SINGLE FAMILY RESIDENTIAL

Town Manager Vance Barlow reported that the UEP Trust has applied for zoning map amendment for Parcel 404-53-513 from RE-1A Residential-Estate/One Acre to R1-8 Single Family Residential. This parcel is located on the Northeast corner of Warren Avenue and Hammon Street. The UEP Trust is planning to extend utility services north on Hammon Street to serve the new lots.

This proposal was considered at the June 7, 2021 Planning Commission meeting. After discussion on the type of development and the location, the Planning Commission unanimously recommended the proposed amendment.

Staff is recommending conditional approval that the lot split with utilities, etc. be completed and recorded within a set time, such as 12 months, or the zoning reverts back to RE-1A Residential.

There was a motion from Nathan Burnham with a second from Thomas Holm to adopt Ordinance 2021-12 conditionally approving the proposed amendment to the zoning map of the Town of Colorado City of Parcel 404-53-513 from RE-1A Residential-Estate/One Acre to R1-8 Single Family Residential

Roll Call Vote:

Alma Hammon	Y
Joanne Shapley	Y
Nathan Burnham	Y
Joseph Allred	N
Donald Richter	Y
Thomas Holm	Y
Jeffery Jessop	N

With five “yes” votes and two “no” votes, the motion passed.

CONSIDER EXCEPTION TO LOT SPLIT PARCEL 404-53-117

Town Manager Vance Barlow presented and said that Terrill M. Johnson has applied for a lot split for parcel 404-53-117. Normally a lot split would be handled administratively. However, this lot split requires Council approval due to the number of acres, and also it is creating a new roadway because it provides the ROW for the north side of Harker Avenue from Oak Street to Juniper Street.

The parcel is the old dairy site located at Juniper Street and Arizona Avenue consisting of 7.4 acres and the proposed split would create four parcels and also the Right of Way for Harker Avenue. Mr. Johnson is developing a feed store in the old dairy building and they are planning to do curb from Arizona Avenue south approximately ½ block on the east side of Juniper Street.

He recommended that the lot split be approved pending engineering review.

Motion was made by Donald Richter with a second from Nathan Burnham to approve the lot split proposed for Parcel-404-53-117 pending engineering review and accept the Right of Way for Harker Avenue.

Roll Call Vote:

Alma Hammon	Y
Joanne Shapley	Y
Nathan Burnham	Y
Joseph Allred	N
Donald Richter	Y
Thomas Holm	Y
Jeffery Jessop	N

With five “yes” votes and two “no” votes, the motion passed.

CONSIDER APPOINTMENT OF DEPUTY TOWN CLERK

Town Manager Vance Barlow stated that at the April 12, 2021 Town Council meeting the Town Council authorized posting for and hiring a Deputy Town Clerk.

The position was posted for approximately one month, and the Town received five applications which were screened for completeness and references were checked. Three of the applicants were invited and scheduled for interviews and one withdrew just prior to the interviews.

The remaining two applicants were interviewed by a committee consisting of Town Clerk Rosie White, Town Manager Vance Barlow and Chief Marshal Robb Radley. A job offer was made to Mrs. Donna Black who accepted the offer and began working for the Town on Monday May 31, 2021.

Vance noted that the appointment of Deputy Town Clerk should be made by the Council and also requested that he be removed as Deputy Town Clerk.

Nathan Burnham made a motion to remove Vance Barlow as Deputy Town Clerk and appoint Donna Black as Deputy Town Clerk for the Town of Colorado City. It was seconded by Alma Hammon, and all voted approval.

RATIFY FINANCIAL AUDIT ENGAGEMENT WITH HINTONBURDICK CPA’S FOR FY21 FINANCIAL AUDIT

Town Manager Vance Barlow reported that it is now time to start the annual financial audit for FY21, and the audit engagement letter with HintonBurdick CPAs & Advisors was signed by the Town Manager. Staff have begun the preliminary process for the annual financial audit.

Motion was made by Alma Hammon with a second from Jeffery Jessop to ratify the audit engagement with HintonBurdick for FY21 Financial Audit. There was unanimous approval.

APPOINTMENT/REAPPOINTMENT OF PLANNING COMMISSION MEMBER

Town Manager Vance Barlow stated that Commissioner Charles Hammon’s term on the Planning Commission expired May 11, 2021. The Town Council will need to either reappoint Commissioner Hammon or decline to reappoint him. Mr. Hammon has expressed his willingness to continue serving on the Planning Commission and the staff recommends the reappointment.

It was noted that with this appointment the Planning Commission would consist of the following and term expiring on:

Shem Barlow	5/11/2023
Charles Hammon	5/11/2027
Aaron LaCorti	5/11/2025
Charles Bradshaw	5/11/2023
Johnathan Barlow	5/11/2025

There was considerable discussion on the screening process and possibly requiring any board members to be residents of the Town. It was explained that it has been hard to find applicants for

these positions, and there is the possibility that there are very qualified, willing individuals who do not live right within the City limits. Councilman Holm requested that we do more community outreach, and not just do automatic renewals.

Staff was directed to develop a more robust outreach and screening process that could be used for future appointments for all Town of Colorado City Boards and Commissions.

There was a motion from Thomas Holm with a second from Nathan Burnham to reappoint Charles Hammon to the Town of Colorado City Planning Commission for a six-year term ending May 11, 2027. All were in favor.

RATIFY THE RENEWAL OF DIRECTORS & OFFICERS INSURANCE

Town Manager Vance Barlow reported that the Directors & Officers liability insurance for the Town of Colorado City was due for renewal on June 2, 2021, and as is usually the case we did not receive the renewal documents until just prior to the renewal date. In order to maintain continuity of coverage, Vance said he has authorized the renewal for the coverage with RSUI Indemnity Company with an annual premium of \$26,010. The renewal premium is a \$2,450 increase in premium (10%).

Motion was made by Jeffery Jessop to ratify the renewal of the D&O Liability Insurance with RSUI Indemnity Company. There was a second from Thomas Holm, and all voted in favor.

CONSIDER INCREASING T-HANGER RENTAL RATES AT COLORADO CITY MUNICIPAL AIRPORT

Airport Manager LaDell Bistline Jr. presented a request for increasing the T-Hanger rental rates and explained that the airport T-hangars are currently being rented out for \$125/month. That rate was set in June 2007 and is considerably lower than surrounding airports.

It was reported that the Airport Advisory Committee has discussed this item at several meetings over the last few months, and at the June 1st meeting, they made a formal recommendation that the rental fee be increased to at least \$200/month. This rate is still lower than most of the surrounding airports that provide T-Hangers but will help with covering the cost of maintaining the T-Hangers.

It was reported that the Town has 8 T-Hangers (904 sq ft) that are available and with the land patent completed from the BLM it now opens the way for additional development of airport infrastructure.

It was noted that changing the rent requires a 90-day notice to current tenants after council approval. If the Council approves the increase in rental rates, we will implement the increase October 1, 2020 for current tenants.

There was considerable discussion on the proposed rate and the quality of the T-Hangers compared to many in the surrounding area, and it was pointed out that even with this increase we will still barely cover our costs to maintain them.

It was also reported that we have a long waiting list of people who would like to rent a hangar if

one became available. The Council recommended that the monthly rent be set at \$250 per month instead of the \$200 asked for because there is such a demand, and our hangars are high end, with concrete floors and compressed air available, etc.

There was a motion from Thomas Holm to increase the rental rate for the T-Hangers at the Colorado City Municipal Airport to \$250.00 effective immediately or upon completion of required notice to existing tenants. It was seconded by Nathan Burnham, and all voted approval.

CONSIDER RESOLUTION ADOPTING BUDGET ADJUSTMENTS FOR FY2021

Town Manager Vance Barlow stated that in the budgeting process, estimates are made as to expected revenues and expenditures and as the Town operates through the year, expenditures may exceed or fall short of estimates for various reasons. The Council has the option to make line-item adjustments as needed.

He presented that proposed 2020-2021 expenditure line-item adjustments that need to be made to reflect the actual costs of operations. He also noted that budget line-item adjustments are evaluated at least annually before the close of the budget year to make sure that individual department budget total expenses do not go over budget.

The proposed adjustments reflect increases in Administration (\$31,485) Law Enforcement (\$124,101), Dispatch (\$18,000), and decreases in Building (\$13,900) Parks & Recreation (\$34,000), Airport (\$51,850) and Streets & Roads (\$32,000) as well as moving \$250,000 from Rural Development to WIFA/GADA grants to accommodate the WIFA funding for the well rehabilitation projects. The reasons for the various adjustments were presented.

It was noted that although various line items may change, the overall budget itself does not change.

Donald Richter made a motion to adopt Resolution 2021-11 authorizing budget line-item adjustments to the 2020-2021 budget. There was a second from Alma Hammon, and all voted approval.

CONSIDER RESOLUTION ADOPTING TENTATIVE BUDGET AND SALARY ADJUSTMENT FOR FISCAL YEAR 2021-22 AND SETTING A BUDGET HEARING AND POSSIBLE ADOPTION FOR JULY 12, 2021 AT 6:05 P.M. MDT

Town Manager Vance Barlow presented the tentative budget for fiscal year 2021-2022 and noted that once the tentative budget is adopted, the total amount cannot be raised, but line items can be adjusted, and the total amount can be lowered. A date for a public hearing to receive input on the proposed budget and final budget adoption is proposed for July 12, 2021 at 6:05 p.m., after meeting the publishing and posting requirements.

There was discussion by the Council as they reviewed the budget documents. The Council requested that a budget line be added for Public Outreach and community involvement in the amount of \$30,000. Vance also noted that the proposed budget included a 2% COLA(cost of living adjustment).

The question was asked if this extensive budget work is done in-house, or if it is done by an outside agency. The reply was that it is done in-house for the most part but some of the revenue projections

come from the State and the League puts out a budget manual that helps with timelines and details that need to be in the budget.

Motion was made by Alma Hammon with a second from Joanne Shapley adopting Resolution 2021-12 setting a budget hearing date of July 12, 2021 at 6:05 p.m. MDT and adopting the 2021-2022 Tentative Budget and Salary adjustments. There was unanimous approval.

BUDGET REPORT AND ORDER TO PAY DUE CLAIMS

The Council reviewed the budget report and a detailed report of the due claims. We are at 92% of the fiscal year.

Motion was made by Nathan Burnham to pay the due claims as they become due and as funds become available. It was seconded by Joanne Shapley, and all voted in favor.

COUNCIL COMMENTS

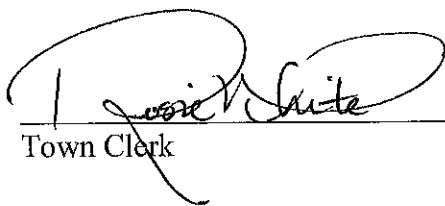
The 4th of July was brought up, and what kind of involvement the Town will have. Councilman Holm asked about the fireworks and said they had \$20,000 from private donations last year. He said he would like to see the Town get more involved, and he wondered how Washington and other communities do it. He requested that the Town help fund the fireworks this year, and the Council agreed to let the Town Manager decide on the amount as he would best know what the Town can afford.

Meeting adjourned at 8:52 p.m.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of Colorado City held on the 14th day of June 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of July 2021.


Town Clerk

